4 things you need to know about Works Cited

1. Documentation is about acknowledging AUTHORSHIP. Every reference starts with information about the author. If there is no author, start with the title.

2. There is always one part in italics except for personal interviews, emails and faxes. Italicize the main title (not article title or chapter title) of a book, journal, newspaper, webpage, movie, podcast, or CD.

   **Example**
   **NOT**

3. Caps
   Capitalize the first letter of every word in the main title and article title. Do not capitalize articles, conjunction & punctuation.

4. Who, What, Where, Medium
   - **Who** wrote it (single author): Lastname, Firstname.
     (subsequent authors): Firstname Lastname.

   Single author:   Lastname, Firstname, 2nd Initial (if needed).
   Do not include credentials (MBA, M.D.) or prefix (Dr.).
   If the author has a suffix (like Jr. or II), use a comma after the initials.
   Smith, Adam B.
   Smith, Adam, III
   American Cancer Society.

   Multiple authors: Only the first author has the Lastname, Firstname format.
   All subsequent authors’ are Firstname Lastname format.
   More than 3 authors, use et al.
   Smith, Adam, and Bob Western.
   Smith, Adam, Bob Western, and Cath Gunn.
   Smith, Adam, et al.

   Do not re-arrange multiple authors alphabetically within a source.
   References are arranged alphabetically by the last name of the first author of each work.
   References are indented for quick retrieval.
What is it called: The main title is always italicized.
The article title or the chapter title from an edited book is NOT italicized.

Book

Edited book

Newspaper article

The *main title* of a journal or magazine is different from its article title. Look for the main title on the front cover of the journal or magazine.


➢ *Where* can I find it: Where and how can I locate this source?
For publishers of books: Use only the main name.
   Do not include words such as *Publishers, Co., Inc.*
   University Press may be abbreviated to UP.

For journals: Always provide issue numbers if available.
   List page numbers efficiently eg 280-98.

For websites: URLs or web addresses are no longer required.
   If required by your instructor, use angled brackets at the end of the reference.

Example  <http://owl.english.purdue.edu/owl/resource/747/05/>

When was it written: For books and journal articles, provide the *year* only.
   For newspaper articles, and website, provide full details.
   Use the UK date format eg 6 Apr. 2010.
   Use the 3 letter abbreviations for the months except May, June, and July.
   If a date is not provided, use n.d.

➢ *Medium* of publication: Print (for printed materials, eg books, magazines, newspaper), Web (you’d need to state your accessed date), DVD, Film, etc.